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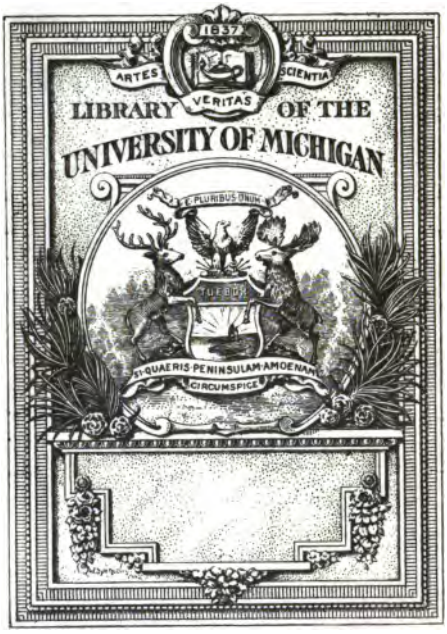

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U.S. DEPARTMENT OF LABOR

TRAVEL REGULATIONS

EFFECTIVE SEPTEMBER 1, 1913

WASHINGTON
GOVERNMENT PRINTING OFFICE
1913

REGULATIONS GOVERNING TRAVELING EXPENSES.

DEPARTMENT OF LABOR,
OFFICE OF THE SECRETARY,
Washington, July 5, 1913.

To officers and employees of the Department of Labor and others traveling on official business for the department:

The following regulations shall govern the allowance of traveling expenses incurred for travel on official business, except where specific laws provide otherwise:

1. Employees traveling on official business are required to provide themselves with **sufficient funds** for all current expenses. If loss of time or extra expense results from lack of funds, such time will be charged to annual leave or deducted from salary, and no extra expense will be allowed. No subsistence charges will be allowed for such lost time.

2. No travel should be undertaken without **previous authority** issued in the regular manner by the proper administrative officer.

3. Traveling expenses, which will be reimbursed by the department, are confined to those expenses usual to the ordinary comforts of a traveler, and include the following:

A. TRANSPORTATION.

4. Actual **fares** on railroads, steamboats, and other conveyances will be allowed. Special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile in lieu of livery, is allowed only when no public

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or regular means of transportation are available, or when such regular means of transportation can not be used as advantageously in the interest of the Government, in which case a subvoucher and explanation must accompany the reimbursement account.

5. All travel must be by the **shortest usually traveled route.** The fares in all cases must not exceed the regular first-class limited fares charged the general public.

6. Where it is necessary to use **extra-fare trains,** full explanation must appear in the voucher, showing what official necessity required the use of transportation at excess rates.

7. **Delay in travel.**—Stopping over at any point or any detention en route, or any deviation from the shortest usually traveled route, must be satisfactorily explained. If due to exigencies of travel, such as changing cars, awaiting train accommodations, accidents, etc., and fully explained in the voucher, the additional expense will be allowed.

8. **If stop-over or deviation from direct route for employee's convenience is made, the voucher must show the actual expenses as they were incurred.**—Deductions will be made before payment of all charges not properly payable by the United States. Where employees travel by **circuitous routes** for their own convenience or use expensive means of transportation for their own comfort, every doubt with reference to charges will be resolved against the employee.

9. **Railroad tickets** should be obtained at regular ticket offices. If transportation is purchased from conductors on trains, the employee must pay the extra cost, unless he furnishes satisfactory explanation.

10. Where **extra-fare trains** are used, the time of actual arrival of train at destination must be shown, in order that the Government may recover the penalty for lost time, if any is provided in the tariff. The train number or name and time of leaving starting point must be given. Extra-

fare refund slips should be turned in to the department for redemption.

11. Points between which travel is performed and the date and hour of arrival at and departure from official station must be indicated in the voucher.

12. Transportation at **round-trip or special rates.**—Employees are required to exercise care and judgment in the interest of economy in the purchase of transportation, whether it be obtained in exchange for cash or for transportation requests. Efforts should be made to take advantage of reduced rates for round trips when applicable to the travel to be performed; or of any special rates effective on the day of purchase. Whenever transportation is purchased at round-trip or other special rates, the voucher must so indicate. If ticket is procured on a Government request, the round-trip or special rate should be noted on the duplicate request.

13. **Mileage.**—As a means of further reducing the cost of passenger transportation, the use of mileage tickets or scrip books and the various kinds of multiple-trip tickets is recommended. This recommendation is made dependent upon the character and frequency of travel and upon the requirements necessary in the proper care and handling of tickets.

14. Tickets described in paragraph 13 have a territorial and time limit, and with few exceptions are nontransferable. While a material saving in the cost of transportation is indicated in the low rate charged, the saving becomes a reality only when the individual purchaser is able to use the entire ticket within the time limit, since a refund on account of an unused portion is based upon the value of the portion used at the regular straight-ticket rates. If, after making necessary inquiries, it is found that mileage, scrip, or multiple-trip tickets can be used to advantage and with a saving to the Government, the administrative office may authorize the purchase thereof.

15. Tickets of this character should always be obtained on transportation requests, and the traveler must describe

the ticket on the face of the memorandum request by name, serial number, and ticket letter and number, and by the number of miles or trips it contains, and price.

16. A careful record of this class of ticket from its purchase until entirely used will be kept, and the traveler must indicate for each trip, in addition to the starting point and destination, transportation request number, and the number of coupons pulled from mileage books and the money value of coupons pulled from scrip books in every voucher where any part of such books is used and also the regular fare.

17. When a mileage book has been entirely used, the cover, if it has any redemption value, must be promptly turned over to the disbursing clerk of the department, through the proper bureau or office, except in cases where it is necessary to surrender the cover with the last mileage used. In such cases, when the cover has a redemption value, the receipt obtained from the ticket agent, train auditor, or conductor should be turned in.

18. All **unused tickets** or parts of tickets purchased, or obtained on Government requests for transportation, must be promptly forwarded with explanation to the disbursing clerk of the department, through the proper bureau or office, who will conduct all correspondence relative to refunds, etc. The description of the ticket must show starting point and destination.

19. If the traveler has surrendered his ticket to the conductor and desires to leave the train before reaching the destination indicated on the ticket, he should request the return of the ticket from the conductor, who will show on the ticket where the traveler left the train. In case the conductor refuses to return the ticket, that fact should be reported when refund report is made.

20. **Care should be taken to stop baggage that has been checked on the ticket at the same point where the traveler leaves the train. If, on account of change of route or other reason, baggage can not be**

intercepted and transferred and is carried through to destination on unused portion of ticket, full statement of facts should be made to the disbursing clerk at the time of transmitting the unused ticket.

21. Only one mileage or scrip book should be purchased on one transportation request.

B. Sleeping and Parlor Car Accommodations and Berths on Steamers.

22. One **double berth** for each person or a seat in parlor car will be allowed. When especially authorized or when the exigencies of travel require it, a full **section or a stateroom** may be allowed. Such charges must be accompanied by an explanation.

23. All **charges for sleeping and parlor car** accommodations must be supported by the berth or seat check, where such a check is issued.

24. Through sleeping or parlor car tickets must be obtained where possible.

25. The allowance is for either a lower or upper berth; the kind of berth actually obtained must be stated.

26. Berths in tourist sleepers must be described as such.

27. When using Government requests for transportation for parlor or sleeping car accommodations the passenger's check must be attached to the memorandum request before it is transmitted to the Department.

28. **Staterooms on vessels.**—Customary stateroom accommodations will be allowed on steamers and other vessels.

29. Stateroom accommodations can be charged for only when fare on steamer does not include berth.

30. Where **stateroom checks** are issued they must be attached to the voucher when paid for in cash, or to memorandum request when obtained on a Government request.

C. Street Car, Omnibus, Transfer Coach, Hacks, and Taxicabs.

31. Whenever official travel requires the use of street cars, omnibus, hack, or taxicab, reasonable charges for their use will be allowed. Charges for conveyances of this class other than street cars and omnibuses between stations and hotels must be accompanied by a statement showing the necessity for use.

D. Baggage.

32. Charges for **transfer of baggage** to and from home, hotel, depot, and wharves will be allowed at not to exceed the current rates charged by regular transfer companies.

33. Charges for **"extra" or "excess" baggage** will not be allowed except in cases where the extra weight consists of public property or private property to be used for public purposes. Such charges must be explained.

34. All baggage weighing in excess of the weight or of a size greater than transported free by transportation companies will be regarded as excess baggage.

35. **Baggagemen.—Reasonable fees to baggagemen and to porters** on arrival and departure from hotels, depots, and wharves or landings will be allowed where service is performed.

36. **Checking baggage** at hotels and depots will be allowed if accompanied by an explanation that checking baggage was for official business, or that a saving of transfer charges was effected.

37. Where baggage is checked on a ticket which is not used, for any reason, the baggage should be stopped and proper note made on the ticket by the officer of the transportation company.

38. If the baggage goes through on such a ticket, through negligence of the employee, the cost for transportation charged by the transportation company will be charged against the employee.

E. Fees to Porters, Stewards, Etc.

39. **Fees to porters** on sleeping and parlor or chair cars will be allowed not to exceed 25 cents a day of 24 hours or fraction of a day, or for each car used by the traveler.

40. Customary **fees to stewards** and others on ocean and coastwise steamers not to exceed in the aggregate on trans-Atlantic steamers, $10; on the Pacific Ocean to or from Hawaii, not to exceed $10; to or from China, Japan, or the Philippine Islands, not to exceed $15; on coastwise steamers, not to exceed 50 cents a day.

F. Meals and Lodging (Actual Expenses).

41. Except as hereinafter provided the actual and necessary **expenses for subsistence** (meals and lodging) while traveling on official business and away from home or official station must not exceed $5 for each day.

42. Under no circumstances will charges for meals or lodging be allowed which are taken at the employee's official station or home.

43. Charges for sleeping-car berths are traveling expenses and not lodging. Charges for sleeping car and lodging for the same night must be fully explained.

44. In addition to regular meal and lodging charges, **fees for actual dining-room service** not to exceed 50 cents per day will be allowed. This sum is not to be considered as a part of the subsistence charge.

45. In New York, Chicago, San Francisco, Los Angeles, Seattle, St. Louis, Cleveland, Baltimore, Detroit, Jacksonville, Cincinnati, Salt Lake City, Boston, St. Paul, Minneapolis, Philadelphia, Washington, Denver, Portland, Oreg., Buffalo, Savannah, Pittsburgh, and New Orleans, expenses for meals and lodging will be allowed not to exceed $6 per day, and in addition fees for actual dining-room service not to exceed 50 cents per day.

46. **Receipts for lodging** (European plan), or board and lodging (American plan), must be furnished, unless

impracticable to obtain them, in which case full explanation to that effect should be indicated in voucher. Receipts must show dates for which the charge is made and indicate the beginning and termination of the period by name of meal or lodging.

47. Where receipt covers **fractional parts of a day** with charges at per-day rates, the receipt must show the proportion of daily rate charged for meals and lodging.

48. Receipts will not be required for meals except where included with lodging on the American plan.

49. The allowance for meals and lodging in each case is a maximum allowance based on actual expenditures for each day. This allowance can not be prorated, but each day's expenditures are controlled by the limitation in these regulations.

50. Charges for alcoholic liquors or cigars will not be allowed.

51. When **computing the daily expenditures** for meals and lodging, the day will begin with breakfast and end with the lodging of that day.

52. In foreign countries actual expenses for subsistence must not exceed $5 for each day with an addition of fees for actual dining-room service not to exceed 50 cents per day.

53. In the cities which are the **capitals of foreign countries** actual expenses for subsistence not to exceed $6 for each day, with an addition for actual fees to dining-room servants not to exceed 50 cents per day, will be allowed.

54. **By special authority, signed by the Secretary, actual expenses for meals and lodging in excess of the limits herein prescribed may be allowed. The request for the waiving of the limit must show fully the reasons for making the request, and the original Secretary's authorization for the waiver must accompany each voucher.**

55. **Laundry.**—Reasonable expenses for laundering, where the travel continues for a week or more, will be allowed. For less than a week it will be prorated at not to exceed 20 cents a day.

56. Laundry must include only expenses incurred for that item during the period for which the account is rendered, and must not be brought forward from a previous account.

57. Under no circumstances will an employee be reimbursed for expenses incurred for **laundry at his official headquarters** or station, except at the termination of a trip, and then only for clothing soiled on the trip.

58. Where travel is made in **tropical countries**, linen outer garments will be considered as laundry within the provisions of this paragraph.

59. Where the traveler is absent one week or more, expenses for **pressing clothes** not to exceed $1 per week will be allowed.

60. **Receipts for laundry and pressing clothes** are required.

61. Laundry receipts must be itemized.

62. When away from official station, employees may be allowed reimbursement for **baths actually taken** not to exceed one per day of 24 hours, and at a cost of not to exceed 50 cents each. **Receipts for such expenditures will be required in each case.**

63. **These charges will not be allowed when room with bath at hotel is taken.**

G. Meals and Lodging (per Diem in Lieu of Subsistence).

64. Where the reimbursement of expenses for subsistence (meals and lodging) is made on the basis of a fixed **sum per day in lieu of subsistence,** the following rules shall apply:

65. The allowance of per diem in lieu of subsistence is governed by the law, and these regulations are all subject to the terms of the law.

66. Per diem in lieu of subsistence will in no case be allowed at the official station of the employee. The place of official station is fixed either by the law or the certificate of appointment.

67. The **limits of the official station** are the territorial limits of the city where the official station of the employee is located.

68. In no case will per diem in lieu of subsistence be allowed for **absence from official station of less than 24 hours.** Where absence is less than this period, actual expenses for lodging and meals only will be allowed under the rules stated in these regulations. Actual expenses and per diem in lieu of subsistence can not be claimed in same journey.

69. In order **to determine when the per diem in lieu of subsistence shall begin,** the day will be divided at noon. When travel begins before noon, a day's per diem will be allowed, and when it begins after noon no per diem will be allowed for that day. When arrival at official station at end of trip is before noon, no per diem will be allowed for that day; but when arrival is after noon, per diem for that day will be allowed.

70. The **hour of departure from and return to** official station must be shown for each trip.

71. Hour of departure or arrival is hour at which the train, boat, or other conveyance used by an employee leaves or arrives at its regular terminal at the official station, and that is the time which should be shown in the voucher.

72. Employees in the field will be allowed **per diem for Sundays and legal holidays** while on duty away from home and their official stations.

73. When a **leave of absence** commences on Monday or terminates on Saturday, or is preceded or followed by a legal holiday, employees are not entitled to per diem in lieu of subsistence for such preceding and succeeding Sundays and holidays unless they were actually on duty

at their places of assignment, which fact must be stated after the last item of expense has been entered in the voucher.

74. Whenever, in the course of assignments, employees spend their **Sundays or legal holidays at home,** they will not be entitled to per diem for such days, and in these cases they should note on their voucher the time they left their places of assignment and the time at which they resumed their work.

75. Employees **traveling on steamers where the cost of ticket includes meals and stateroom accommodations** will not be entitled to per diem in lieu of subsistence for the time they are on such steamers. In case of travel of this kind the time of departure and arrival of steamer must be shown.

76. Where **per diem in lieu of subsistence is fixed by law,** no charges for laundry, pressing clothes, or baths can be allowed, as the Comptroller of the Treasury has decided that such charges are subsistence charges included in the per diem allowed by law.

77. No **fees to dining-room or room servants** will be allowed to employees who are paid per diem in lieu of subsistence.

H. Government Requests for Transportation.

78. Government requests for transportation issued by the Department of Labor must be **used only for travel on official business of the department,** and should be used in every case when cost of transportation exceeds $1.

79. **Separate transportation requests must be issued for the transportation of each regular employee.** Deporting officers may obtain transportation for aliens, attendants, matrons, and guards on the same request issued for their own transportation except in cases where the attendants, matrons, or guards will sub-

mit expense vouchers in their own names. In such instances separate transportation requests should be issued for each attendant, matron, or guard who will submit a separate voucher.

80. Requests will generally be honored for travel over all the railroads in the United States and on steamship lines within the United States and those leaving United States ports. They may also be used to obtain accommodations in sleeping and parlor cars.

81. When **through tickets** are on sale, they should be obtained, except when rates more advantageous to the Government may be otherwise secured, or when stop-overs are to be made on official business.

82. When **stop-overs** are to be made on official business and stop-over privileges are not included in a regular ticket, separate requests will be issued for each portion of a journey.

83. **Route journeys** only when some substantial interest of the Government is subserved thereby.

84. Either fill in or rule out all spaces in the form.

85. **Separate requests** should be made for sleeping, parlor car, and other accommodations not furnished on regular tickets for transportation.

86. When practicable, request should be made for **round-trip tickets.**

87. The name of the appropriation from which cost of travel is properly payable should be indicated on the reverse of each request for transportation and also in the center of memorandum copy.

88. As the **copy of request** serves as a very important administrative record, care must be exercised that the **copy is legible** when forwarded.

89. **Separate requests** must be made for sleeping and parlor-car accommodations where they are furnished by a company different from the transportation company.

90. Each employee using a Government transportation request should state that fact in his monthly expense account under the date of its use, giving the number of

the request, the points between which and the names of the railroads over which the travel is made, and the cost of the ticket furnished. The price of the ticket should not be carried to the amount column in the voucher.

91. All **requests that are spoiled or canceled** for any reason should be at once transmitted to the department for cancellation, accompanied by the copy, and that fact noted on the stub. The stubs remaining in the books should also be transmitted to the department after all the requests in the book have been used.

92. When **sleeping-car berths for more than one person** are obtained on Government requests, the requests and memorandum copies should show how many berths and the kind of berths furnished.

93. When **parlor-car seats** are obtained, the request and memorandum copy should show that fact.

94. **Passenger checks for seat or berth** must be forwarded attached to the memorandum copy of the Government request.

95. On most railroads **children** under 5 years are carried free, while **half fare** only is charged for children between the ages of 5 and 12. If tickets of greater value than necessary are purchased, a recovery of excess paid will be made from the employee who issued the request.

96. Great care should be exercised that **transportation requests are not lost or stolen,** as transportation companies accepting Government requests in good faith are entitled to reimbursement for transportation furnished thereon; and if used by unauthorized persons, the employee whose neglect makes possible the unauthorized or fraudulent use will be compelled to reimburse the United States for such transportation.

97. **Unused portions of tickets** secured on requests should be forwarded to the disbursing clerk of the department, through the proper bureau, for redemption. A letter of explanation should accompany the unused portion of ticket.

98. **Travelers leaving trains short of destination** of ticket, after having surrendered ticket or a coupon for an unused part of trip, must notify train conductor to make proper notation thereon, "Off at ——— station." In case of surrender of ticket, the form and ticket number and name of issuing line must be obtained from conductor and reported with the facts to the disbursing clerk. Pullman conductor must be notified when accommodations are vacated short of destination for which paid, and report of the fact must accompany unused transportation or Pullman passenger checks.

99. Where Government requests for transportation are used for **travel which involve no other charges** to be reimbursed by the Government, and therefore the employee will submit no expense account, the reverse of the memorandum transportation request forwarded to the department must contain the approval in writing of the administrative officer under whose direction the travel was performed.

100. Where a Government request is used for obtaining tickets for persons **other than the one signing the request,** the names of each traveler, followed by proper designation and kind of ticket secured, must be written on the back of the original and memorandum copy of the requests; also the ages of those traveling at half fare or free. Sample:

John Smith, inspector, round trip.
Harry Brown, attendant, single trip.
Mary Jones, matron, round trip.
M. Hasewaga, alien, single trip.
Barbara Hasewaga, alien, single trip.
Mika Hasewaga, alien, one-half fare (10 years).
Rosina Hasewaga, alien, free (4 years).

101. **Where mileage or scrip books** are purchased on Government requests, only one book should be obtained on each request. When purchased for future use (subsequent to current month of issue) the memorandum copy

should be promptly forwarded to the disbursing clerk. Requests should describe character of mileage or scrip, giving serial letter and number of book, total number of miles and cost, and refund value of cover. *If no refund, indicate thus: "$20.00 flat rate."*

102. In each voucher where mileage or scrip of such a book is used, the **request number** must be stated for each trip.

103. The **numbers of coupons pulled** for each trip must be given. Travelers are required to assure themselves that the correct number of coupons are detached by conductors or agents. In case of errors, the facts should be reported to the disbursing clerk, giving name of railroad and number of train and date, or name of railroad and title and location of agent, and form and number of tickets issued.

104. Where several books are used for travel reported in one voucher, the entries should be so made that the book from which scrip or mileage is taken and the number of request on which book was secured can be readily ascertained.

105. **Covers** of mileage books having a redemption value, **and all unused mileage and scrip** must be **turned in to the disbursing clerk of the department,** through the proper bureau or office, for redemption.

106. Where regular railroad fare for either one-way or round-trip tickets is **less than will be paid by use of mileage,** regular tickets must be purchased.

107. Properly used, **unexpired mileage exchange orders** of the Central Passenger Association left in the possession of an employer owing to the resignation, transfer, illness, or death of an employee, upon presentation to the mileage bureau through the disbursing office in connection with a **certificate issued by the selling agent,** containing a reference to the date of sale, issuing office, form and number of a mileage exchange order purchased

for a substituted representative after the last trip made by the retiring employee, will be redeemed by an allowance to the employer of a $5 rebate, plus 2 cents per mile for the unused coupons.

108. A **certificate** in conformity with the above should **accompany the unused portion and cover** to the disbursing clerk as the basis for the redemption claim.

I. Telegraph.

109. All employees will be furnished upon request with **telegraph identification cards** of both the Postal and Western Union companies, which should be used in all cases where telegrams are sent on official business. When these cards are used no payment at time of sending or receiving is necessary.

110. Where the employees of telegraph companies refuse to recognize telegraph identification cards, the telegram should be paid for, a copy of the telegram, properly receipted for the amount paid, attached to the voucher to support the charge, and a statement made that telegraph identification cards were not recognized.

111. Expenses for **telegrams relating to leave of absence, payment of salary, and expense vouchers,** or any matter of a personal nature, will not be allowed, and such telegrams must be paid for by employee.

112. In preparing telegrams care should be observed that all **unnecessary words,** initials, and figures in the address and body, and also in the signature thereof, are omitted.

113. The telegraph should be resorted to as a means of communication only in cases of emergency, or when especially instructed to use that means of communication. If this rule is violated, the cost of the telegram will be charged against the employee responsible for sending the message.

114. Payment for telegrams must be made only at the rates shown in schedule of rates prescribed by the Post-

master General and shown in the following table. If for any reason a message could be transmitted cheaper at commercial rates, those rates should be used:

GOVERNMENT RATES FOR TWENTY WORDS AND MULTIPLES OF TWENTY, TOGETHER WITH TOLLS FOR ADDITIONAL WORDS.

WORDS.	DAY MESSAGES WHEN RATE IS—					NIGHT MESSAGES WHEN DAY RATE IS—	
	20 cents.	25 cents.	30 cents.	35 cents.	40 cents.	20,25,or 30 cents night rate is—	35 or 40 cents night rate is—
20 words	$0.20	$0.25	$0.30	$0.35	$0.40	$0.15	$0.25
40 words	.40	.50	.60	.70	.80	.35	.45
60 words	.60	.75	.90	1.05	1.20	.55	.65
80 words	.80	1.00	1.20	1.40	1.60	.75	.85
100 words	1.00	1.25	1.50	1.75	2.00	.95	1.05
200 words	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300 words	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400 words	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500 words	5.00	6.25	7.50	8.75	10.00	4.95	5.05
Additional words.							
1	.01	.01	.02	.02	.02	.01	.01
2	.02	.03	.03	.04	.04	.02	.02
3	.03	.04	.05	.05	.06	.03	.03
4	.04	.05	.06	.07	.08	.04	.04
5	.05	.06	.08	.09	.10	.05	.05
6	.06	.08	.09	.11	.12	.06	.06
7	.07	.09	.11	.12	.14	.07	.07
8	.08	.10	.12	.14	.16	.08	.08
9	.09	.11	.14	.16	.18	.09	.09
10	.10	.13	.15	.18	.20	.10	.10
11	.11	.14	.17	.19	.22	.11	.11
12	.12	.15	.18	.21	.24	.12	.12
13	.13	.16	.20	.23	.26	.13	.13
14	.14	.18	.21	.25	.28	.14	.14
15	.15	.19	.23	.26	.30	.15	.15
16	.16	.20	.24	.28	.32	.16	.16
17	.17	.21	.26	.30	.34	.17	.17
18	.18	.23	.27	.32	.36	.18	.18
19	.19	.24	.29	.33	.38	.19	.19

NOTE.—When the message contains less than 20 words charge is made for 20 words.

RATES FOR UNITED STATES GOVERNMENT MESSAGES OF TWENTY WORDS OR LESS, COUNTING ADDRESS, BODY WORDS, AND SIGNATURE.

[For additional-word rates and night-message rates, see preceding page.]

	STATE OR TERRITORY.	Alabama.	Arizona.	Arkansas.	California.	Colorado.	Connecticut.	Delaware.	Dist. Columbia.	Florida.	Georgia.	Idaho.	Illinois.	Indiana.	Iowa.	Kansas.	Kentucky.	Louisiana.	Maine.	Maryland.	Massachusetts.	Michigan.	Minnesota.	Mississippi.	Missouri.	
1	Alabama	20	30	20	40	25	25	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	25	20	20	1
2	Arizona	30	20	25	20	25	40	40	35	30	30	30	30	30	30	25	30	30	40	40	40	35	30	25	30	2
3	Arkansas	20	25	20	35	20	25	25	25	20	20	30	20	20	20	20	20	20	30	25	25	20	20	20	20	3
4	California	40	20	35	20	25	40	40	40	40	40	25	35	35	30	30	35	35	40	40	40	35	35	35	35	4
5	Colorado	25	25	20	25	20	30	30	30	30	30	20	20	25	20	20	25	25	35	30	35	25	20	25	20	5
6	Connecticut	25	40	25	40	30	20	20	20	25	20	40	25	20	25	25	20	30	20	20	20	20	25	25	25	6
7	Delaware	20	40	25	40	30	20	20	20	25	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	7
8	Dist. Columbia	20	35	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	8
9	Florida	20	30	20	40	30	25	25	20	20	20	40	20	20	25	25	20	20	25	20	25	25	25	20	20	9
10	Georgia	20	30	20	40	30	20	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	25	20	20	10
11	Idaho	35	30	30	25	20	40	40	40	40	35	20	30	30	25	25	35	35	40	40	40	35	30	35	30	11
12	Illinois	20	30	20	35	20	25	20	20	20	20	30	20	20	20	20	20	20	25	20	25	20	20	20	20	12
13	Indiana	20	30	20	35	25	20	20	20	20	20	30	20	20	20	20	20	20	25	20	20	20	20	20	20	13
14	Iowa	20	30	20	30	20	25	25	25	25	20	25	20	20	20	20	20	25	30	25	25	20	20	20	20	14
15	Kansas	20	25	20	30	20	25	25	25	25	20	25	20	20	20	20	20	20	30	25	30	20	20	20	20	15
16	Kentucky	20	30	20	35	25	20	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	20	20	20	16
17	Louisiana	20	30	20	35	25	30	25	25	20	20	35	20	20	25	20	20	20	30	25	30	25	25	20	20	17
18	Maine	25	40	30	40	35	20	20	20	25	25	40	25	25	30	30	25	30	20	20	20	20	25	30	25	18
19	Maryland	20	40	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	19

20	Massachusetts..	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	25	25	20
21	Michigan.....	20	35	20	35	25	20	20	20	25	20	35	20	20	20	20	20	25	20	20	20	20	20	20	20	21
22	Minnesota.....	25	30	20	35	20	25	25	25	25	25	30	20	20	20	20	20	25	25	25	25	20	20	25	20	22
23	Mississippi.....	20	25	20	35	25	25	25	25	20	20	35	20	20	20	20	20	20	30	25	25	20	25	20	20	23
24	Missouri.....	20	30	20	35	20	25	25	25	20	20	30	20	20	20	20	20	20	25	25	25	20	20	20	20	24
25	Montana.....	35	35	30	25	20	35	35	35	40	35	20	30	30	25	25	30	35	35	35	35	30	25	35	30	25
26	Nebraska.....	20	30	20	30	20	25	25	25	25	25	25	20	20	20	20	20	25	30	25	30	20	20	20	20	26
27	Nevada.....	40	25	35	20	25	40	40	40	40	40	25	35	35	30	30	35	35	40	40	40	35	35	35	30	27
28	New Hampshire	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	30	25	28
29	New Jersey.....	20	40	25	40	30	20	20	20	25	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	29
30	New Mexico....	25	20	25	25	20	35	35	35	30	30	25	25	25	25	20	25	25	35	35	35	30	25	25	25	30
31	New York.....	25	40	25	40	30	20	20	20	25	25	40	20	20	25	25	20	30	20	20	20	20	25	25	25	31
32	N. Carolina....	20	35	20	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	20	25	32
33	N. Dakota.....	30	35	25	30	25	30	30	30	30	30	25	20	25	20	20	25	30	30	30	30	25	20	25	20	33
34	Ohio.....	20	35	20	40	25	20	20	20	20	20	35	20	20	20	20	20	20	20	20	20	20	20	20	20	34
35	Oklahoma.....	20	25	20	30	20	30	30	25	25	20	30	20	20	20	20	20	20	30	25	30	25	20	20	20	35
36	Oregon.....	40	30	35	20	25	40	40	40	40	40	20	35	35	30	30	40	40	40	40	40	40	30	40	35	36
37	Pennsylvania..	20	40	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	20	37
38	Rhode Island..	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	25	25	38
39	S. Carolina.....	20	35	20	40	30	20	20	20	20	20	40	20	20	25	25	20	20	25	20	20	20	25	20	20	39
40	S. Dakota.....	25	35	25	35	20	30	30	30	30	25	30	20	20	20	20	25	25	30	30	30	25	20	25	20	40
41	Tennessee.....	20	30	20	35	25	25	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	20	20	20	41
42	Texas.....	20	25	20	30	20	30	30	30	20	20	30	20	25	20	20	25	20	35	30	30	25	25	20	20	42
43	Utah.....	30	30	25	20	20	35	35	35	35	35	20	25	30	25	25	30	30	40	35	40	30	25	30	25	43
44	Vermont.....	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	30	25	44
45	Virginia.....	20	35	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	20	25	45
46	Washington....	40	30	35	20	30	40	40	40	40	40	20	35	40	35	35	40	40	40	40	40	40	30	40	35	46
47	West Virginia..	20	35	20	40	25	20	20	20	20	20	35	20	20	20	20	20	25	25	20	20	20	20	20	20	47
48	Wisconsin.....	20	30	20	35	25	25	20	20	25	20	30	20	20	20	20	20	20	25	20	25	20	20	20	20	48
49	Wyoming.....	30	25	25	25	20	30	30	30	30	30	20	20	25	20	20	25	25	35	30	35	25	20	25	20	49

RATES FOR UNITED STATES GOVERNMENT MESSAGES, ETC.—Continued.

	State or Territory.	Montana.	Nebraska.	Nevada.	N. Hampshire.	New Jersey.	New Mexico.	New York.	N. Carolina.	N. Dakota.	Ohio.	Oklahoma.	Oregon.	Pennsylvania.	Rhode Island.	S. Carolina.	S. Dakota.	Tennessee.	Texas.	Utah.	Vermont.	Virginia.	Washington.	W. Virginia.	Wisconsin.	Wyoming.	
1	Ala.	35	20	40	25	20	25	25	20	30	20	20	40	20	25	20	25	20	20	30	25	20	40	20	20	30	1
2	Ariz.	35	30	25	40	40	20	40	35	35	35	25	30	40	40	35	35	30	25	30	40	35	30	35	30	25	2
3	Ark.	30	20	35	25	25	25	25	20	25	20	20	35	25	25	20	25	20	20	25	25	25	25	20	20	25	3
4	Cal.	25	30	26	40	40	25	40	40	30	40	30	20	40	40	40	35	35	30	20	40	40	20	40	35	25	4
5	Colo.	20	20	25	35	30	20	30	30	25	25	20	25	30	35	30	20	25	20	20	35	30	30	25	25	20	5
6	Conn.	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	35	20	20	40	20	25	30	6
7	Del.	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	20	30	35	20	20	40	20	20	30	7
8	Dist. Col.	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30	8
9	Fla.	40	25	40	25	25	30	25	20	30	20	25	40	20	25	20	30	20	20	35	25	20	40	20	25	30	9
10	Ga.	35	25	40	25	20	30	25	20	30	20	20	40	20	25	20	25	20	20	35	25	20	40	20	20	30	10
11	Idaho.	20	25	25	40	40	25	40	40	25	35	30	20	40	40	40	30	35	30	20	40	40	20	35	30	20	11
12	Ill.	30	20	35	25	20	25	20	20	20	20	20	35	20	25	20	20	20	20	25	25	20	35	20	20	20	12
13	Ind.	30	20	35	20	20	25	20	20	25	20	20	35	20	20	20	20	20	25	30	20	20	40	20	20	25	13
14	Iowa.	25	20	30	25	25	25	25	25	20	20	20	30	25	25	25	20	20	20	25	25	25	35	20	20	20	14
15	Kans.	25	20	30	30	25	20	25	25	20	20	20	30	25	30	25	20	20	20	25	30	25	35	20	20	20	15
16	Ky.	30	20	35	25	20	25	20	20	25	20	20	40	20	25	20	25	20	25	30	25	20	40	20	20	25	16
17	La.	35	25	35	30	25	25	30	25	30	20	20	40	25	30	20	25	20	20	30	30	25	40	25	20	25	17
18	Me.	35	30	40	20	20	35	20	20	30	20	30	40	20	20	25	30	25	35	40	20	20	40	25	25	35	18
19	Md.	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30	19
20	Mass.	35	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	40	20	20	40	20	25	35	20
21	Mich.	30	20	35	20	20	30	20	20	25	20	25	40	20	20	20	25	20	25	30	20	20	40	20	20	25	21
22	Minn.	25	20	35	25	25	25	25	25	20	20	20	30	25	25	25	20	20	25	25	25	25	30	20	20	20	22

23	Miss.....	35	20	35	30	25	25	25	20	25	20	20	40	25	25	20	25	20	20	30	30	20	40	20	20	25	23
24	Mo.....	30	20	30	25	25	25	25	25	20	20	20	35	20	25	20	20	20	20	25	25	25	35	20	20	20	24
25	Mont.....	20	25	25	35	35	25	35	35	20	30	30	20	35	40	35	25	30	30	20	35	35	20	30	25	20	25
26	Nebr.....	25	20	30	30	25	20	25	25	20	20	20	30	25	30	25	20	20	20	20	30	25	30	20	20	20	26
27	Nev.....	25	30	20	40	40	25	40	40	30	35	30	20	40	40	40	35	35	35	20	40	40	20	40	35	25	27
28	N. H.....	35	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	40	20	20	40	20	25	35	28
29	N. J.....	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	20	30	35	20	20	40	20	20	30	29
30	N. Mex....	25	20	25	35	35	20	35	35	30	30	20	30	30	35	30	25	25	25	20	35	35	30	30	25	20	30
31	N. Y.....	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	35	20	20	40	20	20	30	31
32	N. C.....	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	25	35	20	20	40	20	25	30	32
33	N. Dak....	20	20	30	30	30	30	30	30	20	25	25	30	30	30	20	25	25	25	30	30	25	25	20	25	20	33
34	Ohio.....	30	20	35	20	20	30	20	20	25	20	20	40	20	20	20	25	20	25	30	20	20	40	20	20	25	34
35	Okla.....	30	20	30	30	30	20	30	20	25	20	20	35	25	30	25	20	20	20	25	30	25	35	25	20	20	35
36	Oreg.....	20	30	20	40	40	30	40	25	25	40	35	20	40	40	40	30	40	35	20	40	40	20	40	35	25	36
37	Pa.....	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	25	20	30	35	20	20	40	20	20	30	37
38	R. I.....	40	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	40	20	20	40	20	25	35	38
39	S. C.....	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	30	20	25	35	25	20	40	20	20	30	39
40	S. Dak....	25	20	35	30	30	25	30	30	20	25	20	30	25	30	30	20	25	25	25	30	30	30	25	20	20	40
41	Tenn.....	30	20	35	25	20	25	25	20	25	20	20	40	20	25	20	25	20	20	30	25	20	40	20	20	25	41
42	Tex.....	30	20	35	30	30	25	30	25	25	25	20	35	30	30	25	25	20	20	25	30	30	35	25	25	25	42
43	Utah.....	20	20	20	40	35	20	35	35	25	30	25	20	35	40	35	25	30	25	20	40	35	25	30	25	20	43
44	Vt.....	35	30	40	20	20	35	20	20	30	20	30	40	20	20	25	30	25	30	40	20	20	40	20	25	35	44
45	Va.....	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30	45
46	Wash.....	20	30	20	40	40	30	40	40	25	40	35	20	40	40	40	30	40	35	25	40	40	20	40	35	25	46
47	W. Va.....	30	20	40	20	20	30	20	20	25	20	25	40	20	20	20	25	20	25	30	20	20	40	20	20	25	47
48	Wis.....	25	20	35	25	20	25	20	25	20	20	20	35	20	25	20	20	20	25	25	25	20	35	20	20	20	48
49	Wyo.....	20	20	25	35	30	20	30	30	25	25	20	25	30	35	30	20	25	25	20	35	30	25	25	20	20	49

115. **Words to be counted and charged for.**—In a prepaid message the undermentioned words will be counted and charged for, viz:

The address and signature.

All words in an extra date.

In the check, the words "Deliver and report charges," "Collect delivery charges," "Report delivery," and "Repeat back."

In collect messages the word "Collect" in the check will be counted but will not be charged for.

116. When a message bears two or more addresses, and delivery is to be made to each address, it will be charged for as two or more messages, as the case may be. A message addressed, for example, to "W. Brown, 197 Broadway, and B. Wells, 60 Exchange Place, N. Y.," or a message addressed, for example, to "W. Brown and B. Wells, 197 Broadway," will in each case be charged for as two messages. A message addressed to "J. B. Jackson and S. B. Smith, Senate Chamber, Washington, D. C.," will be charged for as two messages. The additional addresses will not be considered as extra words.

117. In counting a message, dictionary words, initial letters, surnames of persons, names of cities, towns, villages, States, or Territories, or names of the Canadian Provinces, will be counted and charged for each as one word. The abbreviations for the names of cities, towns, villages, States, Territories, and Provinces will be counted and charged for the same as if written in full. In names of countries or counties all the words will be counted and charged for.

118. Abbreviations of weights and measures in common use will be counted each as a word.

119. To prevent liability to error and reduce cost, numbers and amounts should be written in words.

120. In ordinal numbers the affixes st, d, nd, rd, and th will each be counted as one word.

121. Figures, decimal points and bars of division, and letters (except the pronounceable groups covered by the following paragraph) will be counted, each separately, as one word.

122. All pronounceable groups of letters, when such groups are not dictionary words or combinations of dictionary words, will be counted at the rate of five letters or fractions of five letters to a word. When such groups are made up of combinations of dictionary words, each dictionary word so used will be counted as one word.

123. The following example will illustrate the application of these rules:

	Words.
Van Dorne	1
McGregor	1
O'Connor	1
DeWitt	1
Brown, jr	2
New York (or N. Y.)	1
New York State	2
Nova Scotia (or N. S.)	1
St. Louis	1
East St. Louis	1
North Carolina	1
Queen Anne County	3
New Mexico	1
District of Columbia (or D. C.)	1
North America	2
44.42	5
42B618	6
74¼	5
No. 185 22d st	8
10 000 000	8
Ten millions	2
3d (or 3rd)	2

	Words.
10th	3
Lbs	1
Cwt	1
Hhds	1
Amaurecis	2
Adbantia	2
Chancin	2
Interavis	2
Byxtrm9	8
Xyf194sm	8
All-right or alright	2
EXCEPTIONS.	
A. M	1
P. M	1
F. C. B. (or fob)	1
C. O. D. (or cod)	1
C. I. F. or C. F. I. (or cif or cfi)	1
O. K	1
C. A. F. (or cal)	1
Per cent	1

124. Every message must show the place where the message originates and the date.

125. Wherever possible **night-rate telegrams** should be sent.

126. In most instances, under the practice of the Department and its bureaus, telegrams received from officers in the field after office hours are not acted upon until the next day. The sending of telegrams at day rates when filed for transmission at such times as to prevent their

being received by the addressees during office hours of the day on which they are filed serves no useful purpose, and causes an unnecessary expense, which, while small in each case, amounts to a considerable sum in the aggregate.

127. All telegrams, **except those so urgent as to require the immediate attention of the addressee,** filed too late to be received during office hours, must be sent as night telegrams and at night rates.

128. In filing telegrams to distant points, officers should consider and allow for difference in time (in some cases several hours), the time required to transmit and deliver telegrams (usually an hour or more), and the probable closing time of offices.

129. Officers and employees are directed not to use the telegraph when a letter would accomplish the same purpose.

130. Careful calculation will often show that a letter can be sent and acted on as quickly as a telegram can be acted on.

131. Under no conditions should **two copies of a telegram** be furnished the telegraph company.

132. **All telegrams should be sent "paid."** The appropriation from which payable should be indicated on the form, but in such a manner that it will not be sent and charged for.

J. Telephones.

133. Charges for **telephone** will be allowed, provided a statement is furnished of places to and from which service was rendered, and, if long distance, the time occupied.

134. **Receipts** must be furnished for payments for long-distance telephone service except in cases where automatic slot telephones are used, which fact should be stated.

K. Express and Freight.

135. Property should **not be shipped by express** when ordinary freight service will answer the needs of the department.

136. Whenever practicable, **shipments by freight or express must be made on department bills of lading,** which will be furnished on request made through proper channels.

137. **Payment of charges** on shipments made on Government bills of lading will be made direct to the transportation companies **by the disbursing clerk,** and should not be made by officials in the field.

138. Whenever **it is impracticable to use Government bills of lading,** the form of commercial bill of lading may be used.

139. When **payment of charges is demanded by the transportation companies** (from the shipper or the consignee) on shipments *not* made on Government bills of lading, payment may be made on a properly executed receipted expense bill showing weight and rate, and reimbursement obtained by including the item in personal expense voucher. The fact that the agent refused delivery until payment of the charges was made should be certified thereon.

140. In cases of **damage or shortage,** notation to that effect should be made on Government bill of lading by the person receiving shipment. When a commercial bill of lading is used and the shipment is damaged or shortage occurs, the officer who approves the voucher for the payment of the charges on the shipment should indicate on the voucher the facts in regard to damage or shortage.

L. Miscellaneous.

141. **Reports.**—Except when properly authorized, no expense for **stenographic or typewriting services** in connection with the preparation of reports or corre-

spondence will be allowed an employee while traveling on official business of the department.

142. **Labor or other assistance** should, when practicable, be specifically authorized by the department before such employment is engaged; and, in any event, special authority must be secured before rendering a voucher.

143. Such assistance should not be paid for by the field employee, but the account covering same should be certified to in the usual manner and forwarded for settlement direct to the person who rendered the service. Such account should show when the service began and ended.

144. If it is found that the payee will not wait for reimbursement in the regular manner, payment may be made by the field employee, receipt therefor to be taken on a subvoucher and a full explanation submitted with the account in which the charge is included. In these cases the employee assumes some responsibility, as there are some appropriations which will not permit payment for personal services.

145. Articles of **stationery,** such as paper, pens, penholders, pencils, etc., should not be purchased, except in emergencies. Such supplies are obtained upon requisition on the department.

146. **Guides, interpreters, drivers of vehicles,** etc., may be employed when necessary. Every charge of this kind must be accompanied by a full explanation showing its necessity, and proper receipts for the payment made.

147. Charges for **feeding and stabling of horses** will be allowed only when supported by full explanation of their necessity and by receipted subvouchers.

148. Expenditures for **repairs to Government property,** such as typewriters, etc., when immediate payment is demanded, and purchase of State and city maps and street guides will be reimbursed employees. Full explanation and subvouchers must support such charges.

149. Employees are not permitted to pay expenses of other employees or make payment to other Government employees for services of any character.

M. Receipts (Subvouchers).

150. Receipts (subvouchers), when practicable to obtain them, will be required for—

(*a*) Lodging (for persons claiming actual expenses).

(*b*) Hotel bill from American-plan hotel (for persons claiming actual expenses).

(*c*) Livery, with statement as to necessity therefor.

(*d*) Laundry (accompanied by laundry slip).

(*e*) Feeding and stabling of horses.

(*f*) Services of guides and interpreters.

(*g*) Express and railroad companies' charges for carrying freight. (Subvoucher **must** show the weight and rate.)

(*h*) Expense of clerical assistance when authorized.

(*i*) Repairs of Government property, such as typewriters, etc.

(*j*) Miscellaneous expenses, such as pocket State and city maps and street guides.

(*k*) Telegrams. **A receipted copy** must be furnished.

(*l*) Sleeping-car, parlor-car, and stateroom fares. The seat or berth check will be regarded as sufficient. If procured on a request, it should be attached to the memorandum copy of the request.

(*m*) Railroad fares paid on train must be supported by the cash fare slip when no refund is allowed to traveler.

(*n*) Baths.

In cases where it is impracticable to obtain receipts, statement to that effect should be made in expense voucher, and the reason given. In the absence of satisfactory explanation the amount involved will be suspended.

151. Receipts will not be required for—

(*a*) Railroad fares except where paid on train.

(*b*) Meals.

(*c*) Local telephone charges.

(*d*) Street car or ferry fares.

(*e*) Telephone charges at automatic pay stations.

(*f*) Local omnibus or cab fares.

(*g*) Local baggage transfer.

(*h*) Porter fee on trains or at hotels.

152. In no case shall a subvoucher be taken in duplicate.

153. Whenever a subvoucher is required, the person signing the same should also fill in the amount stated in figures.

154. **Subvouchers signed by a corporation** or unincorporated company should be signed with the company name subscribed by name of person signing, with his title.

N. Rendering of Vouchers.

155. Vouchers should be rendered monthly, by calendar month.

156. Each voucher must be accompanied by a copy or memorandum voucher.

157. It is preferred that vouchers be prepared on typewriter with carbon memorandum voucher.

158. Items in voucher must appear in chronological order, and all charges for the month for which rendered must be included.

159. **Items suspended from previous vouchers** and reclaimed with explanation must be stated after all items for the month have been listed.

160. All vouchers rendered by employees containing claims for charges other than salary and per diem in lieu of subsistence must be **verified by an oath** sworn to by the person rendering it that it is just and true in all respects; must state that the services specified therein were actually performed; that the expenses charged were actually and necessarily incurred on official business; that the amounts set out in the statement were actually paid **on the dates specified;** and that no part of the travel charged for was under any free pass on any railroad, steamboat, or other conveyance, or at a lower rate of fare than charged.

161. Attention is invited to section 8 of the sundry civil appropriation act approved August 24, 1912, as follows:

After June 30, 1912, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, **are required, empowered, and authorized, when requested, to administer oaths,** required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; **and on and after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States.**

162. The law above quoted **prohibits the payment for jurat to expense vouchers,** and if payment is made, reimbursement will not be allowed.

163. Consular officers and clerks of United States courts will swear Government officers and employees to expense vouchers without requiring the payment of a fee.

164. For the information of the employees concerned there is published the following extract from a letter addressed to the Department of Commerce by the Secretary of the Treasury:

* * * Referring to your communication bearing date of the 23d instant, in which you request that I waive the provisions of Treasury Department Circular No. 52, relating to affidavits to expense accounts in your department where those incurring them "are far removed from an officer authorized to administer oaths for general purposes, or where, by the making of such affidavit, the disclosure of the fact of the presence of the Government officer, agent, or employee at the particular place where such

affidavit is taken will be detrimental to the public interests, or where, on account of the peculiar nature of the duties of the officer or employee, continuous travel is necessary without opportunity for stops at places where the appearance before an officer authorized to administer oaths is possible."

You say in case said waiver is made you will issue instructions that in all cases it shall be certified on honor as correct and accompanied by a statement of the conditions which make it impracticable to secure an affidavit.

I have the honor to inform you that I have made the required waiver, and will accordingly notify the proper accounting officers of such fact. * * *

All expense vouchers which are not sworn to in accordance with the terms of the Treasury letter above referred to must contain specific explanations of the reasons why the oath is omitted, and **must be certified to on honor** in the space provided for the affidavit.

165. All entries should be carried to the dollars and cents column direct and no items should be interlined.

166. Charges for meals may be entered thus: Sept. 10, bkfst. 50, dinner 50, supper $1, and the total for the day extended to the money column.

167. If a subvoucher for board and lodging covers more than one day, only one entry in the voucher will be necessary. Care should be exercised, however, to have the subvoucher show the period it covers and the rate per day for meals and lodging.

168. Letters transmitting vouchers are not necessary.

169. A **legible address** to which check is to be sent must be indicated on the voucher.

170. The use of every Government request for transportation should be reported under date of its use in expense voucher. The number of the request must be entered in the proper column for that purpose.

171. **Subvouchers** must be numbered consecutively, in chronological order, commencing with No. 1, for each voucher. Subvoucher numbers must be entered in the proper column of the voucher.

172. All items must be briefly and clearly stated.

173. As the accounting officers of the Treasury will require satisfactory evidence relative to every item paid by the Government, the risk of suspension in vouchers will be avoided if every unusual item is fully explained in the voucher when submitted.

174. When **alterations or erasures** are made, they must be certified to by the officer administering the oath as having been made before final execution, and the certificate should indicate such alterations or erasures specifically. A general certificate as to alterations will not be regarded as sufficient.

175. No account of traveling expenses will be paid unless rendered upon approved form, properly itemized, accompanied by necessary subvouchers, approved by the duly authorized administrative officer, and accompanied by a copy of the travel order or reference to the travel authorization.

176. **Memorandum of expenses.**—The traveler should keep a true memorandum of actual expenses paid from day to day, and transcribe the same to his travel voucher under the proper dates.

177. He should remember that his affidavit covers actual and not average cumulative daily expenses.

178. In case an employee travels by a **circuitous route** for his own personal convenience, he should report the traveling expenses in his voucher just as they are incurred. Proper deduction will be made from the voucher by the administrative officer or the disbursing clerk.

179. Items in vouchers not fully satisfactory to the administrative officer, or to the disbursing clerk, will be eliminated from the voucher by a suspension, which will indicate the additional evidence required. Such items should be included, with proper explanation, in the next regular expense account to be submitted by the employee.

O. Waiver.

180. This circular or any portion thereof may be waived by the Secretary of Labor in the case of any account coming under its provision, or in case of emergencies when expenditures are incurred not covered by any of its authorizations, but such waiver will only be made upon a full statement of facts showing the case to be exceptional and meritorious, which statement must be permanently attached to the account.

181. At the **expiration of the term of service of an employee** unused Government requests for transportation, telegraph identification cards, official badges, fountain pens, and other Government property in his possession must be forwarded to the Department or be properly accounted for, and a certificate by the approving officer to this effect must accompany the final voucher before it will be approved for settlement.

P. Foreign Travel.

182. In general, in foreign countries, the customary scale of fees should be ascertained. The fees that are customary and universal will be allowed, but careful discretion should be exercised in this expenditure. Employees are expected to travel in a manner calculated to secure respectful attention, but extravagant fees will not be approved.

Q. Reporting of Expenditures in Foreign Countries.

183. Employees traveling in foreign countries should report their expenditures by items, in the currency of the country in which made. Conversion to United States currency is to be made at the end of the voucher, using the rate at which the foreign money was obtained. Every time money is converted the employee should obtain a receipt to be attached to the voucher, which must show

the rate of conversion and the commission charged. The commission should be reported as an expenditure in the voucher.

184. All employees of the Immigration Service and accompanying attendants (when such are necessarily employed upon competent authority) engaged in the deportation of aliens will be **allowed a period of 24 hours rest** at the port of deportation, when such port is 500 miles or more distant from the official station of the deporting officer, after the delivery of the alien and before returning to their official station. No such period of rest will be allowed, however, except at the port of deportation to which delivery is made. If aliens in a party are distributed among two or more ports the period of rest will be allowed only at the last port of delivery.

185. In all deportation cases the date and hour of delivery of alien must be indicated in expense voucher in which claim is made for reimbursement of expenses incurred thereon.

W. B. WILSON, *Secretary.*

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